



Addresses to overleaf

Sub :- Non comprehensive Annual maintenance contract (NCAMC) for centralized Voltas make AC plant system of Doordarshan Kendra, Hyderabad for the year 2017 – 18 (03.10.2017 to 02.10.2018).

Sir,

You are requested to quote your competitive rates in the sealed quotations for awarding of NCAMC in respect of Voltas AC units Model DCUSC85, distribution type air Conditioners in the office of Doordarshan Kendra, Ramanthapur, Hyderabad – 500 013 for a period of one year with effect from 03.10.2017. The same Tender is also will be published in our office web site www.ddyadagiri.tv & www.ddsaptagiri.tv for the convenience of the firms/ tenderers who desire to send the quotations.

The technical and financial terms and conditions of the NCAMC shall be as follows :

(A) TECHNICAL :

The firm should :

- (i) Be a registered one under Company's Act and should have an experience of at least one year in the field of maintenance of AC units and accessories;
- (ii) It is mandatory for Goods & Service Tax (GST), Registered with Government of Telangana.

(B) FINANCIAL :

1. The rates may be quoted in the proforma placed at Annexure – II in sealed over.
2. The agreement shall be on Non comprehensive maintenance. That the Contract Agreement is for labour, Maintenance and service only. Cost of any spares is payable extra at actual. All spares, consumables are Excluded from contract. During the contract period it will be responsibility of the Company to keep the Equipment in perfect working order.
3. The other terms and conditions governing the NCAMC shall be as follows :
 - i. The contractor has to provide services in Ramanthapur, Doordarshan Kendra, Hyderabad.
 - ii. The response time in attending the complaint will be within one day from the time of receiving complaint. The contractor shall have to depute at least one well qualified engineer. The service engineer/ technician will sign, the complaint register by entering time of arrival and exit time after completion of work.
 - iii. The service of the technician of the contractor may be required on non-working days or beyond office hours on working days on some occasions to meet emergency situation. The contractor shall ensure that on such occasion also the personnel are deputed.
 - iv. The contract will be valid for a period of one year and the period of NCAMC will be informed after finalization of the contract. The rates quoted will remain in force for the full period of the contract;
 - v. No demands for revision of rate on any account shall be entertained during the contract period.
 - vi. It may also be noted that in case of contracted firm backing out in midstream without any explicit consent of this office, the firm will be liable to recovery at higher rates, vis-à-vis those contracted with, which may have been incurred by this office on maintenance of machines for the balance period of contract by alternative means;
 - vii. No advance payment would be made in any case. The payments towards Non comprehensive Annual Maintenance Contract shall be made in four installments each at the end of three months/ each quarter on production of satisfactory report i.e on completion of satisfactory performance;

Contd ... 2

- viii. The central AC unit and associated peripherals may be inspected by the qualified tenderer. The non functional, items and the items required for repair may be pointed out to this office within 15 days of commencement of NCAMC.
 - ix. The contract is Non comprehensive mode as per terms and conditions laid down in Annexure – III.
 - x. The contractor shall not further sublet the NCAMC under any circumstances to a third party/ sub-contractor for the maintenance;
4. Interested firms may submit their quotations in a sealed envelope superscribed as **“Quotations for Non Comprehensive Annual Maintenance Contract for Central AC Unit system for the year 2017-18”** and addressed to the Deputy Director General(E), Doordarshan Kendra, Ramanthapur, Hyderabad – 500 013 **so as to reach by 12.00 p.m on or before 28th August 2017. The quotations will be opened on the same day at 3.00 p.m.** Interested parties who wish to be present at the time of opening of quotations may remain present or may nominate their representative.
 5. Quotations received out of sealed cover or without quoting rates in the specified proforma will not be accepted.
 6. The rates quoted should be net and no discount, free services/ offers quoted in the quotation will be considered.
 7. This contract will be terminated at any time without assigning any reasons.
 8. If any dispute arise on this contract the decision of the Deputy Director General (E), Doordarshan Kendra, Ramanthapur, Hyderabad – 500 013 will be final.

Yours faithfully,

Encl : As above

Sd/-
(E. AMRU)
ASST. DIRECTOR (E)
for Dy. DIRECTOR GENERAL (E)



ANNEXURE - I

List of units to be placed under NCAMC for a period of one year i.e 2017 -18:

S.No.	Description of Stores & Specifications	Qty.	Place of Service
1.	Non comprehensive Annual Maintenance Contract for the central Air-Conditioners installed at Doordarshan Kendra, Hyderabad. Voltas AC units - 21 No.s Model DCUSC85, (distribution type air conditioners)	One Job	DDK, Hyd

Sd/-
(E. AMRU)
ASST. DIRECTOR (E)
for Dy. DIRECTOR GENERAL (E)

ANNEXURE - II

PRICE BID

(To be filled in by Tenderers)

No.1(2)2017/TVH/

Date : 08.08.2017

Non Comprehensive Annual Maintenance Contract (NCAMC) for the central Air-conditioners installed at Doordarshan Kendra, Hyderabad for the year 2017-18.

Tenders Name _____

Due Date : _____

Delivery Period : _____

Tenderers Quotation No : _____

S.No.	Description of Services	Quantity	Rate (Both in figures and words)	Taxes if any (Rate & Amount)	Total Amount in Rs.
1.	Charges towards for Non comprehensive Annual Maintenance Contract for the central Air-conditioners installed at Doordarshan Kendra, Hyderabad	One Job			

Validity of Quotation : _____

Place :

Date :

Signature of the Tenderer
with seal



ANNEXURE – III

TERMS & CONDITIONS FOR VOLTAS AC UNITS, MODEL DCUSC85, DISTRIBUTION TYPE AIRCONDITIONERS AT DDK, HYDERABAD.

1. The Contractor is to ensure the good working condition of all the Airconditioning units at the Centre throughout the term of the contract.
2. It is the responsibility of the Contractor to deploy the workers/ technicians/ engineers to attend to the maintenance, repairs, replacements as and when required.
3. The Contractor shall attend service calls for rectifying the faults as and when required. The relevant.
4. The firm Fortnightly inspection in detail and servicing the plants as detailed below.
 - a. Checking the Refrigeration system, Air distribution system, Air Filters, Blowers and Compressors.
 - b. Checking and cleaning of Relays, Coils, Condensers and other parts of the A/C Units.
 - c. Lubricating the bearings of Motors, Fans as and when necessary.
 - d. Inspecting belts and adjusting tension.
 - e. Checking the operating controls, for their proper working.
 - f. Checking the plant performance.
 - g. Checking the gas pressures and gas charging systems for leakage etc.,
5. Attending to service calls for rectifying the faults as and when required. The response time in attending the complaint will be within one day from the time of receiving complaint. The contractor shall have to depute at least one well qualified engineer. The service engineer/ technician will sign the complaint register by entering time of arrival and exit time after completion of work.
6. It is mandatory to provide tonnage measurement for each unit before entering into the contract.
7. Detailed work/ log sheet is to be submitted on every visit along with the details of the work carried on that visit.
8. Report to the Duty Engineers of the Kendra for the changes and adjustments made during the maintenance.
9. The general maintenance of the AC units covered under NCAMC shall be carried fortnightly basis apart from the service calls.
10. The Contractor is also responsible for the effective maintenance of the units and any defects or replacements of parts that have occurred due to maintenance failure, the cost of the same will be recovered from the Contractor.
11. Spare materials/ parts or gas or compressor will be supplied by the Kendra as and when required after proper justification of defect.
12. If any Unit is to be taken to workshop for repairs, the same must be restored completed within one week.
13. The quarterly bills are to be submitted on completion of every quarter along with a satisfactory certificate from the competent authority of this Kendra to the effect that the work has been done satisfactorily. These bills are to be attached with the detailed worksheets for which bills are prepared.
14. The contract is liable to be terminated if the work is found unsatisfactory, without assigning any reason at any time, and without any notice.
15. Payment will be made by through on line payment in the name of the firm.
 - a). Three copies of the bill/ credit invoice duly certified.
 - b). Stamped pre-receipt.
 - c). Tin/ PAN/ GST number must be available on the bill.
 - d). ECS mandatory form signed by firm.
16. Minimum 2 Telephone Numbers of service personnel should be intimated to the Kendra.

Sd/-
(E. AMRU)
ASST. DIRECTOR (E)
for Dy. DIRECTOR GENERAL (E)